

**Secretariat**

19 September 2000

Administrative instruction**United Nations internship programme**

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of establishing conditions and procedures for the selection and engagement of interns at the United Nations, promulgates the following:

Section 1**Purpose of the internship programme**

The purpose of the United Nations internship programme is threefold: (a) to provide a framework by which graduate and postgraduate students from diverse academic backgrounds may be assigned to United Nations offices, where their educational experience can be enhanced through practical work assignments; (b) to expose them to the work of the United Nations; and (c) to provide United Nations offices with the assistance of qualified students specialized in various professional fields. Specific arrangements for internship programmes at each duty station shall be announced through an information circular.

Section 2**Eligibility requirements**

The Secretary-General may accept interns provided the following conditions are met:

(a) Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or

(b) Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Section 3**Terms of the internship programme**

3.1 The normal duration of an internship is two months, which can be extended for an additional two months. The total duration may be exceptionally extended to a



maximum of six months when there are special academic requirements or special needs of the receiving department/office.

3.2 The internship programme is normally on a full-time basis. The interns are expected to work five days a week in a department/office which has selected them, under the supervision of a staff member.

Section 4

Status

4.1 Interns are considered type I gratis personnel. They are not staff members.

4.2 Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. Interns shall not represent the United Nations in any official capacity.

4.3 Interns shall not be eligible to apply for, or be appointed to, any post in the Secretariat for a period of six months following the end of their internship.

Section 5

Responsibilities and obligations

5.1 Receiving departments/offices and supervisors

The receiving departments/offices and supervisors shall seek to create a working environment conducive to interns' substantive learning and professional development. Departments/offices shall:

(a) Seek to ensure that an intern's assignment(s) is related to his or her field of study, meaningful for both the department/office and the intern, and at the appropriate level of complexity and variety;

(b) Prepare terms of reference describing the tasks of interns in the departments/offices;

(c) At the end of the internship period, prepare a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback.

5.2 Interns

Interns shall:

(a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as described in section 4 of the present instruction;

(b) Provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The United Nations shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the United Nations, the interns shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law;

(c) Respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions

regarding the services performed under the internship agreement from any Government or from any authority external to the Organization;

(d) Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the United Nations or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the United Nations;

(e) Refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations.

5.3 The conditions regulating the internship shall be set out in an internship agreement, as attached in the annex to the present instruction.

Section 6

Interns' expenses and medical benefits

6.1 Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions.

6.2 The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.

Section 7

Third-party claims

The United Nations is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

Section 8

Final provision

The present administrative instruction shall enter into force on 1 October 2000.

(Signed) Joseph E. Connor
Under-Secretary-General for Management

Annex

Internship agreement for the United Nations

1. I accept the internship, which has been awarded to me by the United Nations and understand the following:

(a) The United Nations will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;

(b) The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during my internship; I will provide proof of my enrolment in a health insurance plan;

(c) I am not eligible to apply for, or be appointed to, any post in the United Nations during the period of my internship or for the six months immediately following the expiration date thereof;

(d) I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed.

2. I undertake the following obligations with respect to the United Nations internship programme:

(a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;

(b) To refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations;

(c) To respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;

(d) To keep confidential any and all unpublished information made known to me by the accepting office or department during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of the United Nations, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;

(e) To provide the receiving department/office with a copy of all materials prepared during my internship;

(f) To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;

(g) To complete the internship evaluation questionnaire at the end of my internship and to submit it to the officer-in-charge of the internship programme at the duty station;

(h) To return my identification pass to the officer-in-charge of the internship programme at the duty station.

3. I have read the attached terms of reference of my internship and I accept to abide by them.

_____	_____	_____
Date	Printed name of intern	Signature

_____	_____	_____
Date	Printed name of OIC, Internship	Signature
